

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

PART 301-50—ARRANGING FOR TRAVEL SERVICES

Sec.

301-50.1	How should I arrange my travel?
301-50.2	May I use a travel agent that does not provide travel management services to FAA under a Government contract?
301-50.3	May I use an electronic system other than one provided by FAA?
301-50.4	What is my liability if I use an unauthorized travel agent?
301-50.5	How should I obtain common carrier transportation?
301-50.6	What is my liability for unauthorized use of a noncontract carrier when contract discounted airline or rail service is available and I do not meet one of the exceptions to required use?
301-50.7	Must I arrange travel as provided in this § 301-50.1 if my contractor-issued individually billed travel card is cancelled or suspended?
301-50.8	May I use contract passenger transportation service for personal travel?

§ 301-50.1 **How should I arrange my travel?** As follows:

For employees stationed in...	You must arrange your travel through...
The Washington, DC area,	The Department of Transportation Travel Services Center (DOT TSC), currently operated by World Travel Partners, except you may arrange your travel through direct calls to the vendor if: (a) You cannot use the DOT TSC because of an emergency; (b) You are authorized to use another travel agency to obtain a reduced group or charter fare; (c) The DOT-TSC is otherwise not available to make the reservations necessary for you to perform; or (d) Use of the DOT-TSC would result in additional travel costs. Generally, the rebates FAA receives on airline tickets costing \$400 or less will not cover the fee paid to the DOT-TSC for arranging travel services by phone.
All other areas,	The travel management center servicing your region unless: (a) You serve in a location where travel management services are not available; (b) You cannot use the travel management service because of an emergency; (c) You are authorized to use another travel agency to obtain a reduced group or charter fare; (d) The travel management service is otherwise not available to make the reservations necessary for you to perform; or (e) Your Regional Administrator prescribes another policy for use of a travel management center.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

§ 301-50.2	May I use a travel agent that does not provide travel management services to FAA under a Government contract?	No, except when FAA authorizes you to use a travel agent to procure a reduced group or charter fare available only through that agent.
§ 301-50.3	May I use an electronic system other than one provided by FAA?	No.
§ 301-50.4	What is my liability if I use an unauthorized travel agent?	You are responsible for any additional transportation costs that may result from the unauthorized use and subject to any other penalties FAA may impose.
§ 301-50.5	How should I obtain common carrier transportation?	You must use contract passenger transportation service when such service is available, unless you meet one of the contract exceptions to required use or FAA authorizes you to use a reduced group or charter fare. You must procure contract service directly from the carrier if you do not use your travel management center.
§ 301-50.6	What is my liability for unauthorized use of a noncontract carrier when contract discounted airline or rail service is available and I do not meet one of the exceptions to required use?	You are responsible for any difference in the cost that results from the unauthorized use; i.e., your indebtedness to the Government will be the difference between the price of the service used and the lowest contract fare applicable to the travel involved. You also will be subject to any additional penalties FAA may impose.
§ 301-50.7	Must I arrange travel as provided in this § 301-50.1 if my contractor-issued individually billed travel card is cancelled or suspended?	No.
§ 301-50.8	May I use contract passenger transportation service for personal travel?	No.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 301—Travel Allowances

PART 301-51—PAYING TRAVEL EXPENSES

SUBPART A—GENERAL

Sec.

- | | |
|----------|---|
| 301-51.1 | What sources of funds are available to pay for my travel expenses? |
| 301-51.2 | What method of payment should I use? |
| 301-51.3 | When must I use excess and near-excess foreign currencies owned by the United States? |
| 301-51.4 | If my contractor-issued individually billed travel card is cancelled or suspended, how do I pay for travel? |

SUBPART B—PAYING FOR COMMON CARRIER TRANSPORTATION

- | | |
|------------|--|
| 301-51.100 | What method of payment must I use to procure common carrier transportation? |
| 301-51.101 | Which procurement methods are considered the equivalent of cash? |
| 301-51.102 | Is there any instance when I am exempt from the method of payment requirements contained in § 301-51.100? |
| 301-51.103 | Is there any situation in which FAA may approve the cash purchase of common carrier transportation in excess of \$100? |
| 301-51.104 | How is my transportation reimbursement affected by unauthorized use of cash to procure common carrier transportation? |
| 301-51.105 | How is my transportation reimbursement affected if my contractor-issued individually billed travel card is cancelled or suspended? |
| 301-51.106 | What is my liability if I lose a GTR? |

SUBPART C—CASH TRAVEL ADVANCES

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|------------|---|
| 301-51.200 | For what expenses may I receive a travel advance? |
| 301-51.201 | Is there any instance when an agency cannot authorize an advance for all other travel expenses? |
| 301-51.202 | What is the maximum amount that FAA may advance? |
| 301-51.203 | When must I account for my advance? |
| 301-51.204 | What must I do about my advance if my trip is canceled or postponed indefinitely? |

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

SUBPART A—GENERAL

§ 301-51.1	What sources of funds are available for my use to pay for official travel expenses?	<p>You may use the following sources of funds, as provided in § 301-51.2:</p> <ul style="list-style-type: none">(a) Contractor-issued individually billed travel card;(b) Centrally billed account;(c) Government Transportation Request (GTR);(d) Travelers check;(e) Cash obtained from authorized automated-teller-machine (ATM) withdrawal;(f) Frequent traveler credits; or(g) Personal funds, including cash or a personal charge card.
§ 301-51.2	What method of payment must I use?	<p>As follows:</p>

For...	You...
Your travel expenses that may be charged; (e.g. , passenger transportation tickets, vehicle rental charges, lodging, meals),	<p>Must use a contractor-issued individually billed travel card unless:</p> <ul style="list-style-type: none">(a) You are not issued a contractor-issued individually billed travel card;(b) FAA suspended the use of your contractor-issued individually billed travel card;(c) You are authorized to use another method of payment (e.g., use of GTR or frequent flyer miles to obtain passenger transportation);(d) The vendor will not accept the contractor-issued individually billed travel card;(e) You cannot use of the contractor-issued individually billed travel card for security reasons; or(f) You cannot accomplish your mission effectively by using the contractor-issued individually billed travel card.
Your travel expenses that as a general rule may not be charged,	<p>Should use the ATM feature of the contractor-issued individually billed travel card to get cash, but you may use any method of payment available to you.</p>

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

§ 301-51.3	When must I use excess and near-excess foreign currencies owned by the United States?	<p>You must use excess and near-excess foreign currencies to pay for official travel expenses when you travel to, in, or from a foreign country. This includes payment to a carrier providing service under a GTR or a bill of lading as well as payments for subsistence and other local expenses. You will find additional guidance in the publications referenced in paragraphs (a) and (b) of this section (make sure you are familiar with the latest version of these publications before making foreign travel arrangements).</p> <p>(a) Office of Management and Budget (OMB) Circular A-20 prescribing the use of excess and near-excess foreign currencies and periodic OMB bulletins that list such currencies; and</p> <p>(b) The Department of State's <u>Foreign Currency Bulletin</u> series concerning the use of foreign currencies.</p>
§ 301-51.4	If my contractor-issued individually billed travel card is cancelled or suspended, how do I pay for travel?	<p>Unless your contractor-issued individually billed travel card is cancelled or suspended due to FAA's fault, you must use your personal funds to pay for travel and transportation expenses. FAA, however, will only pay the cost of such expenses up to the amount you would have been charged if you had used your contractor issued individually billed travel charge card. You will be responsible for any amounts in excess of the amount you would have been charged if you had used your contractor issued individually billed travel charge card.</p>

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

SUBPART B--PAYING FOR COMMON CARRIER TRANSPORTATION

§ 301-51.100 **What method of payment must I use to procure common carrier transportation?** You must use a contractor issued individually billed travel card, centrally billed account, or GTR to procure contract passenger transportation services. For all other common carrier transportation, you must use one of the methods specified in the following table:

For passenger transportation services costing...	You must use...	Unless...
\$10 or less, and air excess baggage charges of \$15 or less for each leg of a trip,	A contractor-issued individually billed travel card, centrally billed account, or cash,	Special circumstances justify the use of a GTR or Government excess baggage authorization ticket (GEBAT).
More than \$10, but less than \$100,	A contractor-issued individually billed travel card, centrally billed account, or GTR,	None of the other methods are practicable, in which case you may use cash.
More than \$100,	Only a contractor-issued individually billed travel card, centrally billed account, or GTR,	Otherwise exempted in § 301-51.102 or 103.

§ 301-51.101 **Which payment methods are considered the equivalent of cash?** Use of one of the payment methods in paragraphs (a) through (c) of this section to procure common carrier transportation is considered the equivalent of cash and you must comply with the rules in 41 CFR 101-41.203-2 that limit the use of cash for such purposes.

- (a) Personal credit cards;
- (b) Cash withdrawals obtained from an ATM using a contractor-issued individually billed travel card; and
- (c) Checks, both personal and travelers (including those obtained through a travel payment system services program).

§ 301-51.102 **Is there any instance when I am exempt from method of payment requirements contained in § 301-51.100?** Yes, when FAA authorizes you to use a reduced fare for group or charter arrangements under § 301-10.155.

§ 301-51.103 **Is there any situation in which FAA may authorize or approve the use of cash in excess of \$100 to purchase common carrier transportation?** Yes, if the use of cash is due to an emergency circumstance where the use of contractor-issued individually billed travel card, centrally billed account or GTR is not possible

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

§ 301-51.104	How is my transportation reimbursement affected if I make an unauthorized cash purchase of common carrier transportation?	If you are a new employee or an invitational or infrequent traveler who is unaware of proper procedures for purchasing common carrier transportation, FAA may allow reimbursement for the full cost of the transportation. In all other instances, your reimbursement shall be limited to the cost of such transportation using the authorized method of payment.
§ 301-51.105	How is my transportation reimbursement affected if my contractor-issued individually billed travel card is cancelled or suspended?	Unless your contractor-issued individually billed travel card is cancelled or suspended due to FAA's fault, you must use your personal funds to pay for travel and transportation expenses. FAA, however, will only pay the cost of such transportation expenses up to the amount you would have been charged if you had used your contractor issued individually billed travel charge card to procure a ticket on the authorized mode of transportation. You will be responsible for any amounts in excess of the amount you would have been charged if you had used your contractor issued individually billed travel charge card to procure transportation.
§ 301-51.106	What is my liability if I lose a GTR?	You are liable for any Government expenditure that is caused by your negligence in safeguarding the GTR or tickets received in exchange for the GTR. To avoid liability, immediately report a lost or stolen GTR to your administrative office. If the lost or stolen GTR shows the carrier service desired, and point of origin, notify promptly in writing the named carrier and other local initial carriers. Do not use a GTR that is recovered after having been reported as lost or stolen. Instead, report the GTR to your administrative office.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 301—Travel Allowances

SUBPART C--CASH TRAVEL ADVANCES

§ 301-51.200 **For what expenses** As follows:
 may I receive a travel
 advance?

For...	You may receive an advance...
Cash transaction expenses (i.e., expenses that as a general rule cannot be charged and must be paid using cash, a personal check, or travelers check);	Any time you travel.
(a) Meals and incidental expenses (M&IE) covered by the per diem allowance or actual subsistence expenses allowance (ASEA);	
(b) Miscellaneous transportation expenses such as local transit system and taxi fares; parking fees; ferry fees; bridge, road, and tunnel fees; and airplane parking, landing, and tiedown fees;	
(c) Gasoline and other variable expenses covered by the mileage allowance for advantageous use of a privately owned automobile for official business; and	
(d) Other authorized miscellaneous expenses that cannot be charged using a charge card and for which a cost reasonably can be estimated prior to travel.	
Non-cash transaction expenses (except as provided in § 301-51.201),	Only in the following situations:
	(a) Your specific travel circumstances preclude the use of the contractor-issued individually billed travel card to purchase transportation, lodging, car rental, or other travel expenses that normally would be chargeable.
	(b) FAA has not provided you a contractor-issued individually billed travel card.
	(c) You perform en route travel related to a relocation or a househunting trip.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

§ 301-51.201	Is there any instance when an agency may not authorize an advance for expenses that are not cash transaction expenses?	<p>Yes, FAA may not authorize an advance for non-cash transaction expenses in the following circumstances:</p> <ul style="list-style-type: none">(a) For temporary quarters subsistence expenses, transportation and temporary storage of household goods or a privately owned automobile, or transportation of a mobile home when you are transferred to a new official station;(b) When you have elected not to use alternative funding resources made available by the Government; i.e., contractor-issued individually billed travel cards, travelers checks, or ATM services; or(c) When your contractor-issued individually billed travel card has been suspended or revoked because of delinquent payments.
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§ 301-51.202	What is the maximum amount that FAA may advance?	As follows:
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For...	The maximum amount FAA may advance is...
Cash transaction expenses,	The estimated amount of your cash transaction expenses. (For M&IE, your advance is limited to the M&IE rate under the per diem reimbursement method, or 300 percent of the M&IE rate under the actual subsistence expense reimbursement method.)
Non-cash transaction expenses,	.8 times the estimated amount of the travel expenses. However, FAA may advance up to the full amount of your non-cash transaction expenses for an individual trip (or not to exceed a 45-day period for an open authorization), if it determines that requiring you to pay those expenses out of pocket would cause you financial hardship.

301-51.203	When must I account for my advance?	<p>You must account for your travel advance on your travel claim. FAA will ensure that your advance is deducted from your reimbursement or that it is otherwise recovered. If you are in a continuous travel status (i.e., frequent travel on an open authorization is an inherent part of your job, e.g., an auditor or inspector) or if you submit periodic travel claims on an individual trip authorization, FAA may reimburse you the full amount of your travel expenses without any deduction of your advance until such time as you file a final travel claim. If the amount advanced is less than the amount of your claim on which it is deducted, you will be reimbursed the net amount. If the advance exceeds the reimbursable amount, you must immediately refund the excess.</p>
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301-51.204	What must I do about my advance if my trip is canceled or postponed indefinitely?	<p>You must promptly notify the appropriate FAA official(s) and refund any monies advanced in connection with the authorized travel.</p>
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